

Attachment A  
General Instructions:

Each State must provide the information indicated below on its TANF program regardless of the funding source -- i.e., no matter whether the State used segregated Federal TANF funds, segregated State TANF funds, or commingled funds to pay for the benefit or service.

If the State elects to report on other benefits or activities provided through other program funding streams, please mention it after the TANF-funded benefits or activities for each item.

**1. The State's definition of each work activity.**

(a) unsubsidized employment - any employment for which the employer does not receive reimbursement for any portion of the wages paid. (b) subsidized private-sector employment - any employment for which the employer receives reimbursement for any portion of the wages paid. (c) subsidized public-sector employment - any employment for which the employer receives reimbursement for any portion of the wages paid. (d) work experience - the provision of skill training and work enhancement while providing a useful public service. Participation can be approved in public and non-profit, private-for profit and not-for profit agencies, organizations, or businesses. (e) on-the-job training (OJT) - subsidized employment in which the individual is hired by a private or public employer and while engaged in productive work receives training that provides knowledge or skills essential to the full performance of that job. (f) job search and job readiness assistance - job search is the individual's job seeking efforts. Job readiness assistance is those activities that ensure individuals are familiar with general workplace expectations and exhibit work behavior and attitudes necessary to compete successfully in the labor market. (g) community service programs – community service programs mean structured activities in which TANF recipients perform work for the direct benefit of the community under the sponsorship of public or nonprofit organizations. Community service programs are designed to improve the employability of recipients not otherwise able to obtain employment. A community service program may be approved for both public and non-profit agencies and organizations. (h) vocational educational training - experience to develop technical skills, knowledge, and abilities in specific occupational areas. This can include practicum placements, internships, or proprietary schools. (i) job skills training directly related to employment - includes vocational training and hands-on work experience to develop technical skills, knowledge, and abilities in specific occupational areas. All training programs include qualitative measures such as competency gains or proficiency levels to evaluate an individuals progress and time frame for completion. (j) education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency - custodial parent participants under 20 years of age without a high school diploma are required to participate in educational activities directed toward the attainment of a high school diploma or its equivalent. Assignment to remedial education services is appropriate for individuals who read and write below high school level, even if they have a high school diploma or GED certification. (k) satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, if a recipient has no completed secondary school or received such a certificate - Literacy screening is required for individuals who have not obtained a high school diploma or GED certificate. Participants age 20 or over who have not completed high school can participate in a basic or remedial

education program. Individuals lacking proficiency in understanding, speaking, reading, or writing the English language can be assigned to ESL classes. (l) providing child care services to an individual who is participating in a community service program - Oklahoma does not have this as a work activity. (m) Oklahoma's Work Verification Plan was approved 09-10-07.

**2. A description of the transitional services provided to families no longer receiving assistance due to employment.**

Transitional Services are defined as flexible funds and transportation located at OAC 340:10-2-8(b) and 10-2-8(c)(5) and continued medical benefits located at OAC 340:10-3-75

**3. A description of how a State will reduce the amount of assistance payable to a family when an individual refuses to engage in work without good cause pursuant to 45 CFR 261.14 of this chapter.**

The description of how Oklahoma will reduce the amount of assistance payable to a family when an individual refuses to engage in work without good cause is located at OAC 340:10-2-2.

**4. The average monthly number of payments for child care services made by the State through the use of disregards, by the following types of child care providers:**

**i. Licensed/regulated in-home child care:** 0

**ii. Licensed/regulated family child care:** 0

**iii. Licensed/regulated group home child care:** 0

**iv. Licensed/regulated center-based child care:** 0

**v. Legally operating (i.e., no license category available in State or locality) in-home child care provided by a non-relative:** 0

**vi. Legally operating (i.e., no license category available in State or locality) in-home child care provided by a relative:** 0

**vii. Legally operating (i.e., no license category available in State or locality) family child care provided by a non-relative:** 0

**viii. Legally operating (i.e., no license category available in State or locality) family child care provided by a relative:** 0

**ix. Legally operating (i.e., no license category available in State or locality) group child care provided by a non-relative:** 0

**x. Legally operating (i.e., no license category available in State or locality) group child care provided by a relative:** 0

**xi. Legally operated (i.e., no license category available in State or locality) center-based child care.** 0

**5. If the State has adopted the Family Violence Option and wants Federal recognition of its good cause domestic violence waivers under 45 CFR 260.50-58, then provide (a) a description of the strategies and procedures in place to ensure that victims of domestic violence receive appropriate alternative services and (b) an aggregate figure for the total number of good cause domestic waivers granted.**

The state has not adopted the Family Violence Option therefore number (5) is not applicable to Oklahoma.

**6. A description of any nonrecurrent, short-term benefits (as defined in 45 CFR 260.31(b)(1)) provided, including:**

i. The eligibility criteria associated with such benefits, including any restrictions on the amount, duration, or frequency of payments;

ii. Any policies that limit such payments to families that are eligible for TANF assistance or that have the effect of delaying or suspending a family's eligibility for assistance;

iii. Any procedures or activities developed under the TANF program to ensure that individuals diverted from assistance receive information about, referrals to, or access to other program benefits (such as Medicaid and food stamps) that might help them make the transition from welfare to work.

The description of a non-recurrent, short-term benefit is defined at OAC 340:10-20-1, Diversion Assistance. The program provides financial assistance for families with a minor child(ren) in lieu of Temporary Assistance for Needy Families (TANF) when there is an emergency short term crisis intervention service needed to retain or obtain employment. It is limited to once in the lifetime of the applicant. Families are informed of other social services available that includes but is not limited to food stamps, health care benefits, substance abuse treatment, domestic violence counseling, the Prevention and Relationship Program (PREP) and marriage counseling services. The amount of the benefit is determined by the need but not to exceed three months of benefits in accordance with DHS Appendix C-1, Schedule 16.

7. A description of the grievance procedures the State has established and is maintaining to resolve displacement complaints, pursuant to section 407(f)(3) of the Social Security Act. This description must include the name of the State agency with the lead responsibility for administering this provision and explanations of how the State has notified the public about these procedures and how an individual can register a complaint.

The description of the grievance procedures is located at OAC 340:10-2-2(h).

8. A summary of State programs and activities directed at the third and fourth statutory purposes of TANF (as specified at 45 CFR 260.20(c) and (d) of this chapter).

a. Summarize below, the State programs and activities directed at preventing and reducing the incidence of out-of-wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of these pregnancies (TANF purpose 3):

Programs and activities directed at the third and fourth statutory purposes of TANF include youth mentoring programs aimed at providing supervision, enlightened experiences, positive social interaction, and improved academic achievement to aid in reducing the incidence of teen pregnancies for high-risk, low income youth and children. Partnerships have been developed with Aging Services and housing agencies to find solutions for housing needs for grandparents and other relatives raising grandchildren. Domestic violence interactive training is provided to assist staff in recognizing domestic violence and offering help to both batterers and victims through interventions and referrals.

b. Summarize below, the State programs and activities directed at encouraging the formation and maintenance of two-parent families (TANF purpose 4):

Additional months of cash assistance as an adjustment period for TANF recipients who marry is offered as well as the development and implementation of the Prevention and Relationship Enhancement Program (PREP). Since December 2009 approximately 591 PREP workshops have been completed serving 33,534 participants as well as training an additional 175 individuals to provide PREP

workshops statewide. These workshops provide instructional guidance to families and provide a format for families to follow in the development of their relationships and interactions with others.

9. An estimate of the total number of individuals who have participated in subsidized employment under §261.30(b) or (c) of this chapter. 20

Attachment B 0  
Grantee Information

State OKLAHOMA

Fiscal Year 2010

Program Information

Provide the following information for EACH PROGRAM (according to the nature of the benefit or service provided) for which the State claims MOE expenditures. Complete and submit this report in accordance with the attached instructions.

**1. Name of Benefit or Service Program:**

1a. TANF Cash Assistance 1b. Child Care Assistance 1c. TANF Supportive Services  
1d. TANF Employment Services 1e. TANF Non-Assistance including Diversion  
Assistance and the Supplemental Employment Program 1f. TANF Administration  
and System Costs

**2. Description of the Major Program Benefits, Services, and Activities:**

2a. Benefits are issued through MasterCard Debit Card. Cash benefit amounts are determined based on income, family size and available resources. 2b. Child care arrangements are made for each child(ren) in the home who is under age 13, mentally or physically incapable of self care, or under court supervision. When the TANF recipient begins active participation in approved work activities, child care services are documented and approved. 2c. The services provided are based on the individual needs of the TANF recipient in order to become self-sufficient. 2d. The services provided are based on the individual needs of the TANF recipient in order to provide the job skills needed to become self-sufficient. 2e. Diversion assistance provides TANF eligible families with financial assistance in lieu of TANF when there is an immediate need to retain or obtain employment. Benefits can equal up to three months of the TANF payment standard for the family size. Payment is issued through an authorization to purchase. There is also a Subsidized Employment Program (SEP). SEP is a subsidized employment program through which a TANF participant is hired in full-time employment with OKDHS reimbursing the employer for partial wages for up to four months. Public agencies, nonprofit private agencies, and private employers are eligible to participate. 2f. The TANF services and benefits, described in the previous forms, required administrative and systems costs to operate the TANF program. Allowable costs are limited by a 15% CAP on certain administrative costs. The administrative and systems costs follow an approved cost allocation plan.

**3. Purpose(s) of Benefit or Service Program:**

3a. The purpose of this program is to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. The program fulfills the TANF statutory purpose described at section 401 (a) (1) of the Social Security Act and regulatory purpose described at 45 CFR 260.20 (a). 3b. The purpose of this program is to provide a participant with child care arrangements for each child in the home under the age of 13 in order to begin and complete the employability plan. This meets the goal of providing assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. The program fulfills the TANF statutory purpose described at section 401 (a) (1) of the Social Security Act and regulatory purpose described at 45 CFR 260.20 (a). 3c. The purpose of support services is to provide recipients with the tools necessary to become self-sufficient. Some of the services provided are transportation, substance abuse screening and treatment, literacy screening, literacy classes, GED preparation and adult basic education. The goal of these services is to end the

dependence of individuals on government benefits by promoting job preparation and gainful employment. The program fulfills the TANF statutory purpose described at section 401 (a) (1) of the Social Security Act and regulatory purpose described at 45 CFR 260.20 (b). 3d. The purpose of job placement/employment marketing, special projects and vocational training is to provide training and hands-on work experience to develop technical skills, knowledge, and abilities needed for gainful employment. The goal of these services is to end the dependence of needy parents on government benefits by promoting self-sufficiency. The program fulfills the TANF statutory purpose described at section 401 (a) (1) of the Social Security Act and regulatory purpose described at 45 CFR 260.20 (b). 3e. The purpose of Diversion Assistance is to provide an emergency short-term crisis intervention service needed to retain or obtain employment. The purpose of the SEP is to provide a subsidized employment opportunity for qualified participants. The goal of this assistance is to end the dependence of needy parents on government benefits by promoting job preparation and gainful employment. The program fulfills the TANF statutory purpose described at section 401 (a) (1) of the Social Security Act and regulatory purpose described at 45 CFR 260.20 (b). 3f. The purpose of administrative and systems costs is to operate an effective TANF program with proper oversight and controls. The administrative and systems costs fulfill the TANF statutory purpose described at section 401 (a) (1) of the Social Security Act and regulatory purpose described at 45 CFR 260.20 (a) thru (d).

**4. Program Type. (Check one)**

☒ TANF ☐ State

**5. Description of Work Activities (Complete only if this program is a separate State program):**

N/A

**6. Total State Expenditures for the Program for the Fiscal Year:** \$60,119,714

**7. Total State MOE Expenditures under the Program for the Fiscal Year:** \$60,119,714

**8. Total Number of Families Served under the Program with MOE Funds:** 24,171

**This last figure represents (Check one):**

☒ The average monthly total for the fiscal year. ☐ The total served over the fiscal year.

**9. Financial Eligibility Criteria for Receiving MOE-funded Program Benefits or Services:**

9a. See OKDHS Appendix C-1, Schedule IX 9b. See OKDHS Appendix C-1, Schedule IX 9c. See OKDHS Appendix C-1, Schedule IX 9d. See OKDHS Appendix C-1, Schedule IX 9e. See OKDHS Appendix C-1, Schedule XVI 9d. N/A There is no eligibility criteria for administrative costs.

**10. Prior Program Authorization: Was this program authorized and allowable under prior law? (Check one)**

☒ Yes ☐ No

**11. Total Program Expenditures in FY 1995 (NOTE: Provide only if response on question 10 is No):** \$0

Certification  
Certify:

This certifies that all families for which the State claims MOE expenditures for the fiscal year meet the State's criteria for "eligible families."

Signature 

Name Howard H. Hendrick

Title Director

Date Submitted 12/14/2010

Approved OMB No. 0970-0248 Form ACF-204, expires 04/30/2009.